



*2018 Statistical Reporting
Guidelines and Training
December – 2018*

**WiFi : BWCUMC Guest
Password: Godisgreat!**

Agenda

- Before We Get Started...
- Statistical Reports
 - What we collect
 - How you report it
 - Why we collect it
- Timelines and Key Dates
- A word about accuracy
- Ezra – GCFA’s Stats Reporting Site
- Tables, and Lines and Questions....
- Tools & Resources
- Questions – Ask Any Time...However



Before we get started

- **The Essentials**
 - Bathrooms, Coffee, Wireless Internet
- **Introducing:**
 - **Presenter:**
 - Dave Schoeller, Business Data Analyst
 - **District Administrators:**
 - **Baltimore Region**
 - John Gauthier (Baltimore Suburban District)
 - Christine Taylor (Baltimore Metropolitan District)
 - **Southern Region**
 - Willine Kamara (Annapolis District)
 - Christol Medley (Washington East District)
 - **Washington Region**
 - Olivia Gross (Greater Washington District)
 - Sophie Amer (Central Maryland District)
 - **Western Region**
 - Tonia Bennett (Frederick District)
 - Penny Gaver (Cumberland-Hagerstown District)



Stats: What gets collected & How

- Stats reporting involves 3 primary tables
 - Table 1 – Membership and Participation
 - Table 2 -- Church Assets and Expenses
 - Table 3 – Church Income
- Supplemental Table/Worksheet (BWC)
- Annual conferences can add questions and/or provide clarification.
- Statistical data is collected on the GCFA website.

Stats: Why they are important?

“You can’t manage what you can’t measure.”

- **2016 Book of Discipline (§ 340... pg.277)**
 - Pastors must “...**To give an account of their pastoral ministries to the charge and annual conference according to the prescribed forms....**” “...**To care for all church records...and certify the accuracy of all financial, membership, and any other reports submitted by the local church to the annual conference for use in apportioning costs back to the church**”
- Your church’s statistical report will be used to:
 - Evaluate church vitality (Vital Congregations).
 - Evaluate needs so that the conference can provide resources to aid congregation’s progress toward the congregation’s mission.
 - Draw comparisons among congregations and among the different annual conferences.
 - Compute the congregation’s new apportionment.
 - Provide critical information to the cabinet about congregations and pastors to make new appointments.

Key Dates – The Whole Process

- **September** – Budget Process Starts
- **October / November**
 - Surveys Out to Church Pastors/Leaders
 - Draft Budgets Collected (from BWC departments)
- **December**
 - Statistical Training
 - 17^h - EZRA System Opens for Review & Preparation
- **January**
 - 1st – Stats Reporting Begins
 - 28th (noon) – Stats Reporting Deadline
- **February**
 - 4th - Stats Verification to Churches
 - Review Draft Budget with CFA

Key Dates – Just the Basics

- **Dec 17th**
 - Website Resources Live
 - Stats Site Open for Review
- **Jan 1st**
 - Full Year-End Data Entry
- **Monday, Jan 28th – (noon)**
 - **Statistical Reporting Deadline**

A Word about accuracy

- **Is it really that important??**
 - YES!!!
- **Best Practices for Stats Reporting...**
 - Recommended:
 - Good Planning and Recordkeeping
 - Care, Concern and Honesty
 - Double Checking your work
 - Having someone else review your work
 - NOT recommended:
 - “Fudging” 😞 & Wild Guesses 😞 😞
- **Backing up your answers**
 - Explanations **Required** (Pre & Post Submission)
 - Financial Data/Reports may be Required

Ezra – GCFA’s Stats Reporting Site

- What about Arena?
 - Not for stats entry! I repeat...
- Where is it located?
 - <http://ezra.gcfa.org> (No “www”)
- Getting started
 - Handout and Demonstration

Table I

- **Local church membership**
 - Additions and reductions to the total professing members from end of last year to the end of this year
 - Membership Profile
 - By race
 - By gender
 - Profile totals add up correctly.
- **Participation: Activities and Attendance**
 - Average worship attendance
 - Sunday school attendance
 - Small groups for children, youth, young adults, other adults
 - UMW, UMM
 - Participants in missions and ministry programs

Table II

- **Assets, Debt and Expenses**
 - Some of the expense lines are used in the apportionment base calculations
- We do **not** apportion expenses associated with:
 - **Mission programs**, including community outreach.
 - Nursery school, preschools
 - Daycares, after school ministries
 - Soup kitchens, shelters, food pantries
 - Non-United Methodist groups like AA, Girl/Boy Scouts
 - **Capital expenditures** related to loan payments, purchases, repairs, or short-term rental agreements.

Table II:

- **Request for Overall Square Footage (Line 36SF)**
 - Furnished and unfurnished areas within the church, including sanctuaries, chapels, common areas, hallways, classrooms, offices, multi-purpose rooms, inside storage areas and basements.
 - Include all church managed buildings
 - Do NOT include parsonage
- **Help your trustees gather this data**
 - Tell them soon!
 - Suggest they consult floor plans, property assessments, appraisals, and insurance documents.
- **Why are we asking??**
 - To gain a better understanding of the operating expenses within our Conference.
 - With this data, we will be able to tell churches what the average operating costs are for a facility of similar size within the Conference.

Table II: Apportionment Calculations

- **Apportionment Base (AB)**
 - Based on Table II data, an apportionment base is calculated for each local church.
- **Benevolence Factor (BF)**
 - The Benevolence Factor is the applied to the apportionment base to calculate the apportionment payment to be paid by each local church. **The BF for 2019 is 17.60% (reduced from 2018)**
- **Collection Rate (CR)**
 - The collection rate is a key metric for the BWC. Our collection rate is very high compared to other conferences. This ensures the BF remains low and the system is equitable for all churches.
- **$AB \times BF \times CR = \text{Total Apportionment Income}$**

Table II: Apportionment Base Details

- Apportionment base is calculated by adding the following Table II lines together for each local church:
 - **Pastor Compensation (Lead, Associate & Deacon)**
 - **Line 53 a-c** – Base compensation*
 - **Line 55 a-c** – Housing benefits/allowances*
 - **Line 56** – Accountable Reimbursements
 - **Line 56** – Cash Allowances (Non-Accountable)
 - **Line 60** – Salary & Benefits: All other church staff & Diaconal Ministers
 - **Line 61** – Local church program expenses
 - **Line 62** – Local church operating expenses

 - * Lines 54, 58 and 59 no longer used

Table II: Line 53a-c – Compensation

- **Include...**
 - Base Salary
 - Other Cash Compensation paid by your church
 - Reimbursement of social security taxes
 - Reimbursement of family health premiums.
 - After tax personal contributions to PIP
 - Bonuses, gifts
 - Tax Deferred Compensation & Cafeteria Plan Contributions
 - **NEW !! – INCLUDE Equitable Compensation or other BWC Financial support/grants.**
- **Do NOT include:**
 - Clergy related health/pension benefits
 - Compensation paid by other churches in your charge

Review your Clergy Compensation worksheet (completed at charge conference) and/or consult a tax professional for more information

Line 55a-c – Housing Allowance(s)

- **Churches: Enter actual numbers in EZRA**
- **BWC: Determines Housing Allowance used in the apportionment calculation using a “Doughnut Hole” calculation (which changed slightly in 2015)**
 - **If Line 55 is < \$ 7,000**
 - BWC uses the Line 55 value
 - **If Line 55 is between \$7,000 and \$19,866**
 - BWC uses \$7,000
 - **If Line 55 is > \$19,866**
 - BWC uses Line 55 value - \$19,866 + \$7,000
 - **Examples:**
 - If Line 55 = \$4,400, then \$4,400
 - If Line 55 = \$8,300, then \$7,000
 - If Line 55 = \$25,000, then \$12,134
 - $\$25,000 - \$19,866 + \$7,000 = \$12,134$



Note: Housing minimum is increasing to \$20,263 in 2019 so calculation will be updated.

Line 61 – Program Expenses

- **Do NOT include Capital Campaign and/or Fundraising Expenses**
 - Report these on Line 63a
 - Purchased supplies
 - Rental of equipment or space.
 - Utility Expenses
- **DO include Stewardship Campaign Expenses**
 - Consultant costs
 - Mailings and special services

Line 61 – Program Expenses

- **Do NOT include In-Out Costs:**
 - Payments received by participants and subsequently paid out for church related programs or benevolence activities are not to be recorded as part of Table II.
 - Examples:
 - Church suppers
 - Mission / Fellowship trips
 - ROCK
 - ENCOUNTER
 - Concerts

Line 61 – Program Expenses

- **Preschool and Childcare Programs:**

- Independent Pre-School / Childcare:

- If the preschool or childcare programs is operated without the direct oversight by the Church Council, then report any associated expenses on Table 2, Line 48b (Missions / Ministry Costs)
- Utility expenses associated with an **independent** pre-school or childcare program should also be reported on Line 48b - based on the space usage and the hours of operation for the activity.
- If part of the church staff's time is allocated to the preschool, funds for this position may not be deducted, but should be reported on Table 2 in the appropriate 'compensation' line. i.e., Salaries for Pastor(s), director of Christian education, associate pastor, receptionist, secretary and custodian.

Line 62 – Operating Expenses

- **Building Use Note:**

- The use of a local church building by non-United Methodist groups typically increases the expenses incurred by the church. In conformance to the general principle stated earlier **NOT** to apportion this type of activity, the increased costs incurred by hosting these groups should be reported on Table 2, Line 48b (Missions / Ministry Costs).
- A church can calculate the portion of **UTILITY** expenses that should be reported on Line 48b based on the space usage and the hours of operation for each activity.

- **Compensation & Benefits are NOT program or operating expenses !!**

Utility Expense Calculator

2017 BWC Utility Expense Calculator -- Building Use for Mission and/or Outreach Activities as well as church use by Community Groups (ex. Boy Scouts, A.A. etc.)

v2017.1
12.05.2017

Building Utilities Eligible for Mission / Outreach Expenses*		
* Do NOT include Parsonage		
Enter	2017 Electric Expense	Box 1 (Stats W1.2a)
Enter	2017 Oil/Gas Expense	Box 2 (Stats W1.2b)
Enter	2017 Water/Sewer Expense	Box 3 (Stats W1.2c)
Enter	2017 Phone/Internet Expense	Box 4 (Stats W1.2d)
TOTAL 2017 Bldg Utility Expenses		\$0 Box 5 (Stats W1.2)

Calculated Mission / Outreach Utility Expense Totals		
#1 Utility Expense (---)		Box 7 (Stats W1.3a)
#2 Utility Expense (---)		Box 8 (Stats W1.3b)
#3 Utility Expense (---)		Box 9 (Stats W1.3c)
All Other Utility Expenses		Box 10 (Stats W1.3d)
TOTAL Mission / Outreach Utility Expense	\$0	Box 11 (Stats W1.3)

Enter	Total Square Footage of Building*	Box 6 (Stats 36SF)
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#	Organization / Activity	Room Name (Optional)	Sq. Footage	Hours Per Week	Weeks Per Year	Utility Expense
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						

GCFA Table III

- Collects data about the local church income
- Records income for annual budget by source
 - Pledges
 - Non-pledge, but identified giver
 - Received from unidentified giver
 - Interest/Dividends
 - Sale of church assets
 - Building use fees, contributions, rentals
 - Fundraising and other sources
- Capital income reported separately
 - Capital campaigns
 - Memorials, endowments, bequests
 - Other projects (include UMW/UMM projects)
- General Advances and other special giving

Tools & Resources

- www.bwcumc.org/
 - **resources/forms-reports-and-requests/statistical-reports/Statistical Reporting Guidelines**
 - GCFA Reporting Site Links and Login Instructions
 - Frequently Asked Questions
 - Utility Expense Calculators
 - Sample Forms and Worksheets
 - Getting Personal Help:
 - Online Help Request Forms
 - District Administrators
 - BWC Finance & Administration Dept.

Wrap up

**Thank You for Attending Our
Workshop. Have a great day!**

